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Report for Week Ending 22 May 1957
from
RECORDS DISPOSITION BRANCH

Contributions:

- a. Obtained informal concurrence from [] CIA Classification and TS Control Officer for the destruction of Classified Document Receipts for Agency wide application. A separate memorandum will be prepared requesting authority of the receipts and coordinated the General Counsel and the Office of Security.

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- b. A meeting was held on 15 May with Industrial Register officials consisting of [] and attended by [] of the Management Staff. A proposal concerning the disposition of Industrial was presented and discussed. [] indicated they had approved the proposal with some variations. However, they would like to microfilm the older material with the idea that the hard copy could probably be destroyed in a couple of years. He further said that a working committee composed of various machine records specialists were coming up with a recommendation concerning the machine problem. He would like to compare our proposal with the one on the machine problem and then contact us in a few weeks for further discussion. We told them our proposal was only informal and variations and detailed procedures would have to be discussed and worked out.

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And Files

Assignments:

Project 60-40 - Office of Central Reference []
Have coordinated the schedule with all Divisions and Staffs and obtained signatures of all responsible officials. Schedules will now be transmitted to Mr. Becker for approval of the Assistant Director/OCR. Project is 85% complete.

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Project 6-81 - Office of Logistics []
A draft of the appraisal on certain records scheduled for eventual destruction has been received from the National Archives for comment. Project is 99% complete.

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Project 6-88 - Office of Logistics []
Sixteen suggestions for improvement of the operations were presented to and discussed with the Chief, Stock Management and Requirement Section. All suggestions were agreed to as presented. Project is 95% complete.

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Project 6-90 - Commercial Staff []
No change from previous report. Project is 50% complete. ✓

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OCR, Machine Records Division [redacted]

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(100-57) The subject file has been installed in the Machine Division/OCR and proper training was given to the person who will maintain the file. In addition, 18 feet of records were removed from the office area (10 feet transferred to the Records Center and 8 feet destroyed in accordance with the schedule). One safe was completely emptied and the current files consolidated into two drawers. The office is also in process of converting from individual personnel folders to OF4b cards. The Chief of Machine Division was pleased with these accomplishments. Project completed.

✓ Office of the Comptroller [redacted]

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The Records Control Schedule has been reviewed. An appraisal is being prepared and will be transmitted to the Comptroller within the near future. Project is 90% complete.

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